Date: ……………………………

From

Muhammad Anis Ansari

S/o- Mr. A. K. Ansari (Civil Draughtsman)

H. No. 290/107 Anupam Nagr

Aish Bagh Road - Lucknow (U.P.)

INDIA

<u>To whom it may concern</u>

Dear person,

Subject　: Job Reference - As mentioned in my C.V. File

My Vision as an Active Staff-member of your Organization, "**The importance of the 'external inputs' into the 'Banking Educational Environment' is emphasized"**. The organization should draw on a pool of 'other members' from Software Development World to stay on the cutting-edge of the latest Management and Medical Scientific-research and the real-world practices".

This Covering Letter is intended to draw your kind attention towards the C.V. File what I am bestowing having the interests of the Job Opportunity and the (RO) Request Offer to establish a Software Development Branch of your Organization here in India. Where, the man-power can be had easily on cost-saving strategy, and the desired result could have been achieved (If you are interested to do so then I can prepare a Complete Project File including the expenditure of current days). In this respect, I could have the chance to interpose many of my fresh-faced information with the intention of providing the quality-raising and cost-effective consequences to the same working place.

Secondly, as the factuality concerns, I tried through my maximum efforts to provide you the best-level information in these brief pages means, my C.V. File on which you are going to have your broad-shouldered views. Henceforth, it is requested if any further information is still remained to be required from your side then please let me know using this Mobile Number: 9956966187 / 8858048067.

Finally, I am drawing to close for this particular letter with the positive expectations from your submissive favor. Thanks in advance.

Yours sincerely,

Muhammad Anis Ansari (Aman)

anisline@sify.com
anislinek4@yahoo.com

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Mailing Address

S/o. Mr. Mohd. Anwar Kamal Ansari
(Civil Draughtsman)
House No. 290/107, Anupam Nagar
Aishbagh Road – Haryana Mill
Lucknow UP - INDIA

Mobile No: 9956966187 / 8858048067
Email: anisline@sify.com
anislinek4@yahoo.com

Dr. Muhammad Anis Ansari (Alias: Aman)

B.Sc., M.Comp. & Ph. D. (In Computer Sc. & Engineering)
University Of Sheffield – United Kingdom

CELTA Qualified / DELTA & FCE Regd. Fellow
Cambridge University – United Kingdom

The Prima Facie Title

EXPERIENCE SYNOPSIS

More than **07** Years of (Abroad) in the fields of Computer Sciences & Modern English Language.

The Second Title

THE AREAS OF SPECIALIZATION

1
Computer Science (Animation Engineering)

Subjects taught in Animation Engineering
ADOBE & AUTODESK SOFTWARE

Specially, **FLASH & PHOTOSHOP CS3 & CS4 (**with **Action Script 2.0 & 3.0** in depth**)**
Specially, **3dsMax & Maya 2008, 09 2010 (**with **Python & C++ Scripting,** in depth**)**

2
Modern English Language

(Business / Technical Communication**)**
Management & MCA Level

Subjects taught in Management Level – (BBA & MBA)
Computer Application, MIS, Control Management, IT & Production & Operations Management
Business Communication, Technical Communication, Crisis Communication, CS, & PDP

3
Financial Engineering
(Preparing and Reviewing Financial Models**)**

Online: Inland Real Estate Group of Companies - USA

❶

COMPUTER SCIENCE

(As Microfiche Analyst / Computer Solutions Provider)

With title of Microfiche Analyst Cum Computer Solutions Provider position, that had utilized my experience as Microfiche Analyst Cum Computer Solutions Provider by leading the responsibility for the Case Analysis & the Intra-supports of computer related problems in both Hardware & Software.

PROFESSIONAL SUMMARY

Microfiche Analyst Cum Computer Solutions Provider with over 01 year of experience including experience in the areas of PC Hardware and Software supports, and sometimes in troubleshooting of e-mail and Anti-virus software.   Skilled in designing infrastructure and implementing technology to support large user groups, supporting users at corporate headquarters as well as multiple remote locations. Proven-ability to translate business needs into technology requirements, that support the company's business objectives, and to successfully manage all the necessary and routines' phases of Computer Work Assignments.

The Chronological

EXPERIENCE SYNOPSIS

Since, 1996 - 1997

❖ Worked in Al-Saif Motors, Raka – Saudi Arabia, holding the Title of Microfiche Analyst Cum Computer Solutions Provider.

JOB RESPONSIBILITIES

❖ Led the responsibilities of the Management and Maintenance of Computers, printers and other Computer related Peripherals.

❖ Deployment of Official Software Programs throughout the Organization.

❖ Preparation of the Reports of the analyzed microfiches, and furnishes them among the Technical Staffs for their final practical actions.

❖ Provided the Solutions to the different staffs while they have ever called for the problematic movements at the time of their working hours.

❖ Made the computer animation for the complicated problems of Vehicle and other kinds of sophisticated Cars, and other kinds of Four-wheelers too.

The Title Description of

TECHNICAL SKILLS

❖ HARDWARE : Compaq servers, IBM servers, HP servers, Gateway servers, building custom PC's, Netscreen firewall, Cisco routers, hubs, switches, voicemail, phone switches.

❖ OPERATING SYSTEMS : Windows95, 98 & Windows NT 4.0 (Workstation & Server)
  - Novell 4.X, 5.X
Familiarity with...
  - Linux
  - Apple Mac OS Version.

❖ APPLICATIONS : Microsoft Office 1997 & Other Office Automation Suites (in depth)
  o MS Excel, Word, PowerPoint & Access (with programming skills).
  o Reception Management Control System (Hospital-wide).
  o Accounts Management Control System (Hospital-wide)

❖ OTHER APPLICATIONS : In Depth Knowledge of Adobe Flash & Photoshop (4.0, 5.0 & 5.5) and Autodesk 3dsMax & Maya 5.0 & 5.0.

❶

COMPUTER SCIENCE

(As an I.T. Manager)

Obtained an IT position, that had been utilized my experience as an IT Manager having responsibility for all the organizational aspects of IT, including managing staff and departmental budgeting support and maintenance.

PROFESSIONAL SUMMARY

IT Manager with over 07 years of IT experience including experience in the areas of LAN and WAN, training and support, telephony, and e-mail and security. Skilled in designing infrastructure and implementing technology to support large user groups, supporting users at corporate headquarters as well as multiple remote locations, and effectively managing more than Saudi Riyal (SR) 1 Million IT budgets as well as IT staff. Proven ability to translate business needs into the form of technology requirements that practically support the company's business objectives and to successfully manage all phases of IT Project Developments from needs analysis and requirements definition to vendor selection, implementation, and training.

The Chronological

EXPERIENCE SYNOPSIS

Since, 1997 - 2003

❖ Worked in Dr. Fakhry & Al-Moushawis Hospital, Alkhobar (Eastern Province) – Saudi Arabia, holding the contracted Title of I.T. Manager.

JOB RESPONSIBILITIES

❖ Reporting to the VP of Finance, responsible for all Computer & Telephony Systems.

❖ Assume overall financial accountability for the IT Department including developing and managing an annual IT Budget of about 1 million Saudi Riyal.

❖ Oversee a Staff of 3 consisting of Help Desk Analyst, an Operation Analyst and a Network Administrator in supporting more that 40 employees across 4-5 different Departments of the Organization.

❖ Successfully implemented multiple IT Projects ranging from SR 40K to 70K, provide the technology knowledge and vision to support the organizational business objectives, and evaluate and recommend all Software for Business Processes.

The Title Description of

TECHNICAL SKILLS WITH 2010 UPDATES

❖ HARDWARE : Compaq servers, IBM servers, HP servers, Gateway servers, building custom PC's, Netscreen firewall, Cisco routers, hubs, switches, voicemail, phone switches.

❖ OPERATING SYSTEMS : Windows NT 4.0, 2000, XP both (Workstation & Sever)
  • Windows VISTA (on Professional Level)
  • Novell 4.X, 5.X (on Professional Level)
  Manageable Familiarity with…
  • Linux
  • Apple Mac OS X.

❖ APPLICATIONS : Microsoft Office Suite (97, 2000, XP, 2003 & 2007 in depth) – Excel, Word, Access (with Programming) & PowerPoint (on Professional Level).

❖ OTHER APPLICATIONS : In Depth Knowledge of Adobe Flash & Photoshop (MX, 7.0 8.0, & CS3 and the latest CS4 too) and Autodesk 3dsMax & Maya 9.0 & 2010.

IMPORTANT : The in-depth knowledge-base have also been acquired and experienced, in the software such as, Adobe & Autodesk Products Flash & Photoshop CS3 & CS4 in the form of "Action Script 2.0 & 3.0 and in Maya MEL (Python Scripting Base).

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MODERN ENGLISH LANGUAGE

As an Academic Visiting Faculty

Creative, high energy-expert with excellent communication skills, a strong classroom presence, and passion for helping the students in their overall learning processes.

PROFESSIONAL SUMMARY

Candidate for Management & MCA Level Academic Visiting Faculty, with more than 5 years of Teaching Experience, through the number of Management Institutes, Colleges & University too.

❖ Strong knowledge of effective teaching pedagogy and assessment methods.
❖ Extensive background in guiding the students (and in some cases, the professional teachers too). Well-skilled in planning and coordinating appropriate learning experiences for students that are both fun and valuable.
❖ Demonstrated sensitivity to the needs of students from all background and their ability levels. Team player with recognized leadership ability, art and skills.
❖ Proven role-model for the students as well as the professional teachers.
❖ Resourceful problem-solver with solid classroom management Style, Flair & skills.
❖ Certified teacher with a Background that included more than 5-years of Classroom Experience as well as Corporate Training Expertise.

The Chronological

EXPERIENCE SYNOPSIS

Since 2004 - 2012

❖ Associated with (WLC) Wigan & Leigh College - (Head Office: United Kingdom), Lucknow Campus, in India, as the Permanent Faculty of Modern English Language & Computer Applications as well as the Management Information System (MIS) in Management Science.
❖ Associated with EDSTAR one of the leading names in the field of Professional Education, promoted by the Indo-British Education Council Pvt. Ltd. And conducting the Preparation Classes for the Tests as, GRE/GMAT/SAT/TOEFL/IELTS.
❖ Also, associated with one of the reputed School of Management Science (SMS), as the Faculty of MIS, IT and the Modern English Language.
❖ I am associated with B.N. Degree College, Shahbad- (Distt.) Hardoi, holding the post of a Senior Faculty & Academic Consultant.
❖ Had also the honor of association with IBS-Lucknow, Campus, holding the designation of a Senior Faculty of Modern English Language, IT and MIS.
❖ Also associated with (ELAC) East Los Angeles College-USA, as Multimedia Education, Coordinating Director, by establishing the online Medium of communication and consultancy.
❖ I have been associated with CENTUM Learning (Bharti Group Association), as an Academic Part-time Permanent Faculty for BBA and MBA Full length Courseware.
❖ I am associated as a Prof. Of Animation Engineering, with ANIMASTER ANIMATION COLLEGE, (International Partner Of) - ALGONQUIN COLLEGE CANADA. Which is situated at Kalyanpur, Ring Road, Nearby Jagrani Hospital Lucknow – U.P. INDIA.

JOB RESPONSIBILITIES

❖ Overall academics excellence in the institute or Educational Center.
❖ Conduction of Management Development Software Programs.
❖ Conduction of Faculty Development Programs.
❖ Conduction of Workshops and Seminars at National and International level.
❖ Conducting classes in area of Computer Application in Management, International Financial Software and Software Security Analysis & Portfolio Management.
❖ Development of Course Material for the Distance Learning Programs in area of Computer Application in Management and Modern English Language.
❖ Motivating the Students of Animation Engineering by showing them the Magical examples of Scripting Language that produced the stunning Animation & Arts.

FINANCIAL ENGINEERING

As an Online: Senior Financial Analyst

The Chronological

EXPERIENCE SYNOPSIS

Since 2007 - 2010

The primary Responsibility of the Senior Financial Analyst is to support the assigned Asset and Accounts Managers by the following Financial Models preparations.

PROFESSIONAL SUMMARY

- ❖ Preparing and Reviewing Financial Models.
- ❖ Collecting and interpreting property and (IMDs) International Market Data.
- ❖ Preparing and interpreting property performance analytics.

The Senior Financial Analyst operates with minimum supervision and provides insights for Asset and Accounts Managers to use in evaluating property performance of assigned assets in the direct-owned Portfolio of Retail, Office, Industrial and /or Multi-family properties as well.

The goal of position is to provide the Asset and Accounts Managers with the Tools and Information necessary to INCREASE the EARNINGS and maximize value for each Asset and Portfolio.

CORE RESPONSIBILITIES

Demonstrated highest standards of personal and professional integrity, adhere to company's Policies and Procedures and compiles with applicable Laws, Government Rules and Regulations.

Manipulated the Computer Systems, in order to, prepare the Initial Property-level-Assets Plans by using Financial Statements, Operating Budgets and Financial Performance for each Asset in the assigned Portfolio.

Collected and interpreted Financial, Property and Market Data provide recommendations to assist Asset and Accounts Managers in preparing Annual Property performance targeted along (KPI) Key Performance Indicator.

Analyzed Portfolio Financials using existing Excel Templates and sometimes, the Argus, Cougar and JD Edwards. Created ad-hoc Excel based analysis as needed.

Updated and input Financial Assumption for the following future actions plans on behalf of the organization.

- ❖ One year property budget Goals.
- ❖ Three year Cash-flow Forecasts.
- ❖ 12 year Cash-flow Projections, using Argus or Cougar Models.

Reviewed Out-puts and refined In-put assumptions prior to the Asset and Accounts Managers of the organization.

Assisted the Asset and Accounts Managers in collaboration with the other Departments (e.g. acquisitions, dispositions, JV Partnerships and New Loan-financing) performs due diligence, collected essential data, routed to appropriate parties as well as taken responsibility for assigned Duties and Deliverables.

Prepared the Initial-debt Financing Packages, for different types of Lenders, Bankers and Cliental as time to time needed and completed the Packages at the point of delivery.

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The Gradation Title

ACADEMIC QUALIFICATION

❖ **1989**   Completed   HIGH SCHOOL EXAMINATION with (Sc.- Group) The Toughest Pattern
Scored First Division -   (From: H. S. School, Balapur – District, Ghazipur)

❖ **1991**   Completed   INTERMEDIATE EXAMINATION with (Sc.- Group) The Toughest Pattern
Scored Second Division -   (From: S.M.N. Inter College, Machhatti, Ghazipur)
Note: 1991**-** Completed the Examination Session and travelled for Abroad.

❖ **1991**   Enrolled in the Dual Honours Degree Course : **B.Sc./ M. Comp** - In Computer Science
Successfully passed with "**First Grade Honour**"

1991 - 1993 = 91+ 92 + 93   (**3**-Years**)**
BACHELOR OF SCIENCE
(B. Sc. **) – In Computer Science**
From: University Of Sheffield - (**U. K.)**
UNIVERSITY OF SHEFFIELD
With **FOUNDATION YEAR – (**B.Sc./ M. Comp Dual Honours Degree**)**

❖ **1994**   Enrolled in the Dual Honours Degree Course : **B.Sc./ M. Comp** - In Computer Science
Successfully passed with "**First Grade Honour**"

1994 - 1995 = 94+ 95   (**2**-Years**)**
MASTER OF COMPUTING
(M. Comp. **) – In Computer Science**
From: University Of Sheffield - (**U. K.)**
UNIVERSITY OF SHEFFIELD
(London-48, Grace church Street – EC3V, OEJ – United Kingdom)

❖ **2001**   Honoured With Ph.D. - In Computer Science & Engineering
With Title of "**Animation Engineering Technology**"

1998 - 2001 = ~ 98 + 99 + 2000 + 2001   (**3**-Years**)**
From: University Of Sheffield - (**U. K.)**

Certificate of Achievement

ADOBE PRODUCTS – FLASH **&** PHOTOSHOP CS, CS3 & CS4
Specially, in respect of: Action Script: 1.0, 2.0 & 3.0 with Animation Engineering Technology.

The Gradation Title

HIGHER QUALIFICATIONS

1. Ph.D. Scholar, with the given Dissertation Title of (Animation Engineering Technology)

2. Fellow from Royal Society of Arts, UK

3. Fellow from American Academy of Financial Management, USA

4. Fellow from the Institute of Business Administration, UK, with the specialization in Techniques of Corporate Communication.

5. Registered Associate member of the Institute of Internal Auditors, USA

6. Online- enlisted Associate member of the Information System and Modern English Communication - USA

7. Fellow of the British Institute of Management, United Kingdom.

8. Certified Fellow of the Military Health College, Ministry of Defence and Aviation, Dhahran, Kingdom of Saudi Arabia.

CURRICULUM VITAE

The Specification Of

ACADEMIC AWARDS ACHIEVEMENT

1. Recipient of the CERTIFICATE OF APPRECIATION from the Ministry of Defence and Aviation, Kingdom of Saudi Arabia.

2. Recipient of MICROSOFT FELLOWSHIP AWARD from, United States of America.

3. Recipient of SEAGATE SEMINARS ATTENDANT CERTIFICATE from USA

4. Registered English Language Scholar of CELTA, DELTA & FCE – United Kingdom

The Specification Of

ACADEMIC SPECTRUM

❖ Had the opportunity to write the Dissertations on the following Subjects (with the Annexure of the updated information).

    ✓ The Principles of English Grammar

    ✓ The Applied Computer Hardware Engineering

❖ Advisor to two Business Schools.

❖ As Online Visiting Faculty member, International Management Academy, Dhahran- Saudi Arabia, developed four short-term certificate programmes in management, which have already been launched in Jeddah, Riyadh and Qaseem, and developed Consultancy Centre for short time entrepreneurs to get the advisory services.

❖ Manchester Business School, Manchester – developed the short-notes for the subjects of the Computer Application and Modern English Language.

❖ Developed Educational / Course-wise Software of different Subjects, and made them easier by applying the (AETM) Animation Engineering Technology Method by which, the students got a greater feeling of easiness in both, the major-factors of teaching, understanding and the other one is remembering.

❖ By establishing the AETM system a remarkable progress was noticed in the Final Results of the Students' Examination Report, whereby the Institutional Management realized the importance and the crying need of the same.

The Specification Of

LIST OF PUBLICATION / PAPERS

❖ "Computer Applications: A Simplistic Approach" from BPB Publications, New Delhi

❖ "Business Correspondence: A Tool for overall official correspondence" from Ane Books, New Delhi - India

  At the present moment engaged in writing the following books.

    ❖ A comprehensive manual of English Grammar
    ❖ Business Communication
    ❖ Anthropological Aspects In Business Communication
    ❖ The Basement Of Technical Communication
    ❖ Applied Book Of Computer Hardware
    ❖ Essential Of Action Script 2.0 (Under Development)
    ❖ Arts Of Computer Animation & Engineering (Under Development)

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The Specification Of
PEROSNAL INFORMATION

Name	:	Muhammad Anis Ansari (Alias: Aman)
Fathers Name	:	Mr. A. K. Ansari
Age	:	> 34 Years
Permanent Address	:	C/o – Mr. A. K. Ansari
	:	House No – 290 / 107-A
		Lucknow – U.P.
Mobile	:	09956966187 / 08858048067
Nationality	:	Indian
Email	:	anisline@sify.com
	:	anislinek4@yahoo.com